

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

*Helping People
Help the Land*

Phone: (651) 602-7900
FAX: (651) 602-7914

"Transmitted via Email"

January 2, 2007

MINNESOTA BULLETIN NO. 360-7-12

SUBJECT: PER - HOURS OF DUTY

Purpose. To distribute information to clarify existing policy.

Expiration date. September 30, 2007

In accordance with NRCS General Manual 360, Part 427.12, credit hours may be earned by employees on a flexible work schedule. The Policy also states that eligible employees may work up to 2 credit hours per day between the hours of 6:00 a.m. and 6:00 p.m.

Effective immediately, eligible employees may work up to 2 credit hours with prior supervisory approval between the hours of 6:00 a.m. and 6:00 p.m. Credit hours are not an entitlement. Employees on the traditional work schedule or fixed compressed work schedule (5-4/9, 4-10) are not eligible to earn credit hours. Please note that this is not a policy change, but rather clarification of existing policy. This clarification will be noted in General Manual 360, Part 427, Hours of Duty Policy, as soon as possible.

Please contact Human Resources if you have any questions.

/s/

WILLIAM HUNT
State Conservationist

DIST: AE